



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

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GOVERNOR

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DIRECTOR

**RFP No. 2015-0379**

## **REQUEST FOR PROPOSALS**



**Sale of Real Property Located at 227 North Sycamore Street,  
City of Lansing, County of Ingham, Michigan**

**IMPORTANT UPDATE: THE BIDDING PERIOD FOR THIS RFP HAS BEEN EXTENDED UNTIL A SATISFACTORY PROPOSAL IS RECEIVED AND ACCEPTED BY DTMB. PLEASE SEE THE ACCOMPANYING "NOTICE OF EXTENDED "227 SYCAMORE STREET" SURPLUS REAL PROPERTY SALE".**

### **I. Introduction and Overview**

Pursuant to Public Act 435 of 2012, the Michigan Department of Technology, Management & Budget (DTMB), acting through its Real Estate Division (the "Office"), has been authorized to sell certain real property owned by the State of Michigan (the "State") located at 227 North Sycamore Street, in the City of Lansing, County of Ingham, Michigan (the "Property") which is legally described in the attached Offer to Purchase Real Property (the "Offer"). The Property also features the following characteristics:

The lot is approximately 66 feet by 162.35 feet (roughly 10,715 square feet or .246 acre) in size and is zoned "DM-3 Residential" - the official City of Lansing definition and intended uses of which can be found at [http://www.lansingmi.gov/zoning\\_definitions](http://www.lansingmi.gov/zoning_definitions). The property features a two and a half story wood frame house containing approximately 3,136 square feet of above-grade space plus a 1,260 square foot basement. There is also a detached two car garage containing 400 square feet of space and a paved driveway big enough to hold approximately ten cars. The house was originally built in 1890 and features eleven distinct rooms, including at least five bedrooms and two and a half bathrooms. The

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house's exterior is clad in vinyl siding and it has a front porch on both the first and second floors. There is a paved basketball court to the rear of the lot. The Property has been largely vacant since 2011 but is still minimally maintained by DTMB. It was most recently used as State of Michigan offices and prior to that as a group home and as a private residence. Water, sewer and electric power utilities are presently shut off to the property and the existing boiler is thought to be non-functional. The roof was extensively repaired and updated in 1996.

The State will accept sealed Bid Proposals to acquire the Property in "as-is" condition via a quit-claim deed until **3:00 p.m., Wednesday, May 4, 2016** (the "Due Date"). In the event that the initial bid period does not produce a viable award recommendation, the State may, at its discretion, extend the bidding period until it receives a viable bid. Timelines will be moved to correspond to the accepted bid date. Notification of a bidding extension will be made on DTMB's Real Estate Division website [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate) (link "surplus Real Property for Sale through DTMB").

Bids will be opened on the Due Date after 3:00 p.m. The first qualifying bid that is received and accepted will end the extension period. It is the intention of the State to notify, no later than Wednesday, May 11, 2016 the successful Bidder who is the most responsive and responsible and offers the highest price or highest value to the State. Notification will be via phone, followed in writing.

The State reserves the right to waive any irregularity or defect in any submission; request clarification or additional information regarding Bid Proposals; to conduct a Best and Final Offer (BAFO); to cancel this Request for Proposal (RFP) and to reject any and all Bids at its sole discretion. The State shall assume no liability whatsoever for any expense incurred by a Bidder in replying to this RFP.

A. The following documents are available on-line at DTMB's Real Estate Division website [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate) (then click on the following link "Surplus Real Property for Sale through DTMB"):

1. This Request for Proposals (RFP)
2. Purchaser's Acknowledgement
3. Offer to Purchase Real Property
4. Release of Liability Form
5. Public Act 435 of 2012
6. City of Lansing 2015 Property Information Database report for the subject property.
7. The recorded deed by which the State acquired the subject property and the recorded shared driveway easement on that property.
8. A survey map illustrating and describing the subject property, prepared by the DTMB Office of Facilities, dated 10-4-2006.
9. Illustrations of main building floor layouts and building footprints on the subject property.
10. Selected interior and exterior photos of the subject property.

B. Overview of Key RFP Dates

1. **Monday, April 11, 2016** – RFP release date.
2. **Monday, April 18, 2016 by 5:00 p.m. EST** – Recommended date by which prospective bidders to register to participate in the guided site tour.
3. **Tuesday, April 19, 2016, starting at 10:00 a.m. EST** - Date of guided site tour (weather permitting) for prospective bidders. If the tour has to be cancelled due to expected or actual severely inclement weather, notice of that and a rescheduled tour

- date will be placed on the DTMB Real Estate Division website as soon as practicable.
4. **Friday, April 22, 2016, by 3:00 p.m. EST** - Deadline for interested parties to submit written questions about the RFP and its attachments.
  5. **Wednesday, April 27, 2016** - Date by which official answers to properly submitted questions about the RFP and its attachments should be posted on the DTMB Real Estate Division website.
  6. **Wednesday, May 4, 2016 by 3:00 p.m. EST** - Completed proposals due to the DTMB Real Estate Division offices.
  7. **Wednesday, May 11, 2016** - Date by which the State hopes to be able to accept a winning proposal to purchase the Property. If no acceptable proposals are received, the State may extend the deadline for submitting proposals as provided in Section VI below.

## **II. Instructions For Bidders**

### **A. Proposal Submission Procedures**

1. Sealed Bid Proposals must be delivered as directed in Section III(E) below, on or before the Due Date of **Wednesday, May 4, 2016 at 3:00 p.m. EST**. Bid Proposals received after 3:00 p.m. on the Due Date will not be accepted or will be marked late, unopened, and returned to sender.
2. All components of a completed Bid Proposal must be received in one envelope or box marked "PROPOSAL – 227 N. SYCAMORE, LANSING" The envelope or box must also contain the Bidder's name and return address.
3. Bid Proposals may only be delivered via U.S. Mail, courier service, or hand delivery. Electronic or facsimile Bid Proposals will not be accepted.
4. All information shall be entered in ink or typewritten. Mistakes may be crossed out and all corrections inserted before submission of a Bid Proposal. The person signing the Offer to Purchase Real Property shall initial and date corrections in ink and shall also initial and date the bottom of each page of the Offer to Purchase Real Property in the spaces provided.
5. Bid documents, including the Offer to Purchase Real Property, shall be signed by the person(s) authorized to contractually bind the Bidder. Potential Bidders are encouraged to consult with legal counsel to ensure that their proposal constitutes a legally binding offer. Failure to submit a legally binding offer is grounds for rejection of a Bid Proposal. Bid Proposals must contain original signatures.
6. Bid documents, including the Offer to Purchase Real Property, signed by persons on behalf of entities, other than for a natural person, must be accompanied by documents evidencing authority as follows:
  - a. Submissions by corporations or limited liability companies shall be signed by a person with authority to bind the corporation or limited liability company and shall be accompanied by a current certificate of good standing and certified copies of resolutions authorizing such submission, including the Offer to Purchase Real Property.

- b. Submissions by municipalities or municipal entities shall be signed by two officers with authority to bind the municipality or the municipal entity and shall be accompanied by certified resolution authorizing the submission, including the Offer to Purchase Real Property.
- c. Submissions by partnerships shall be signed by the authorized partner and shall be accompanied by a certified copy of the partnership certificate on file with the appropriate county clerk and a copy of the partnership agreement and any amendments in effect as of the date of submission.
- d. Submissions by persons doing business under an assumed name shall be accompanied by a certified copy of an assumed name certificate on file with the appropriate county clerk.
- e. Submissions by one natural person on behalf of another natural person shall be accompanied by a power of attorney which would be fully effective on the date of signature and irrevocable thereafter and which would authorize such action with regard to this specific transaction.

### **III. Bid Package Format**

- A. Bidders shall submit one clearly marked original and one photocopy of their Bid Proposal package, containing the following information, tabbed in the order below:
  - 1. Copy of this Request for Proposal (RFP).
  - 2. Signed Purchaser's Acknowledgement, as provided in this RFP.
  - 3. Signed and initialed Offer to Purchase Real Property with Purchase Price completed and property legal description attached, as included in this RFP, and Addendum, if applicable.
  - 4. Earnest Money in the form of a cashier's or certified check equal to ten percent (10%) of the purchase price, made payable to the State of Michigan shall be submitted with this Bid Proposal, as security for the Offer to Purchase Real Property. The Earnest Money will be deposited by the State in a State account and will be applied at closing as a credit against the Purchase Price of the successful Bidder. No escrowing of the Earnest Money deposit will be accepted. Treatment of Earnest Money is more specifically defined in the attached Offer to Purchase Real Property. Earnest Money submitted by unsuccessful Bidders will be returned by certified mail, return receipt requested, and will be placed in the mail no later than three business days after the award of the Bid.
  - 5. Signed Release of Liability Form, as provided in this RFP.
  - 6. Evidence of Bidder's financial capability to complete the purchase, including the source of funds that will be used to purchase the Property.
  - 7. Indicate how your proposal represents the highest price or highest value to the State in terms of direct and indirect financial, economic and community benefits.

Failure to provide any of the above requested information may result in disqualification of proposal.

The State reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal.

The winning Bid Proposal made to the State shall be irrevocable, except as set forth in Section 6 of the Offer to Purchase with respect to Cancellation.

B. Public Act 435 of 2012

1. The sale of this Property shall be consistent with the terms and conditions mandated in Section 1 of PA 435 of 2012.
2. The Property was offered to the local city and county units of government on January 7, 2013. No response indicating interest in purchasing the property has been received.

C. Property Inspection

1. A guided tour of the subject property for prospective bidders is scheduled on **Tuesday, April 19, 2016, starting at 10:00 a.m. EST**. Prospective bidders are encouraged to participate on that tour, but is it not required.
2. It is recommended and requested that interested parties pre-register for the tour by completing and submitting the accompanying "Release of Liability" form via e-mail or fax to the Sycamore Street Project Manager by **Monday, April 18, 2016 at 5:00 p.m. EST**.

Fax: 517-284-7974

E-mail: [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov)

However, no one who arrives on time for the tour and submits a duly completed copy of the Release of Liability form prior to entry will be turned away. Note that each copy of the Release of Liability form can accommodate the signature of one person.

D. Questions Regarding This Request For Proposals

Questions regarding the RFP must be made in writing and submitted electronically to the DTMB Real Estate Division e-mail address [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov).

1. Every reasonable effort will be made to provide answers to duly submitted questions within 5 business days of receipt. All duly submitted questions from all Bidders and all answers will only be made available on the DTMB Real Estate Division web site [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate), under the following link "Surplus Real Property for Sale through DTMB".
2. The State will not respond to telephone inquiries or visitation by Bidders or their representatives with respect to this RFP.

E. Official RFP Delivery and Contact Information:

Sycamore Street Project Manager  
Real Estate Division  
Department of Technology, Management & Budget  
For delivery via U.S.P.S:  
P.O. Box 30026  
Lansing, MI 48909  
For delivery via private carrier:  
General Office Building  
7150 Harris Drive, Suite 2-B  
Dimondale, MI 48821

**IV. Method of Award and Selection Criteria**

Complete responses to this RFP will be evaluated by DTMB, which may convene a Joint Evaluation Committee (JEC), based on the extent to which each proposal responds to the information requested in Section III. Selection criteria will include, but is not limited to, the following:

- A. Specific details in the response, particularly in terms of dates, numbers and dollars. Vague and/or general responses are not acceptable.
- B. The most responsive and responsible Bidder that will allow the State to realize the highest price or highest value.
- C. Evidence of Bidder's financial capability to complete the purchase.
- D. Compliance with statutory, constitutional, and terms set forth in this RFP, including the Offer to Purchase.

The bid shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

**V. Best and Final Offer (BAFO)**

If the selection process does not lead to a viable award recommendation, or if deficiencies are identified, DMB, at its discretion, may prepare a Deficiency Report and/or Clarification Request (DR/CR) for each proposal determined to be in the competitive range. Bidders will be allowed to respond in writing to the DR/CR with a Best and Final Offer (BAFO). The BAFO may include changes to the original proposal, including alterations to the original price proposed. BAFO's must be submitted by the deadline established by DTMB.

After reviewing the BAFO's, DTMB will reevaluate the proposals using the original evaluation method. If an alteration to the original published evaluation criteria is to be made, changes in the criteria will be published to all Bidders as part of the issuance of the DR/CR's.

Bidders will NOT be provided any information about other proposals or where the Bidder stands in relation to others at any time during the evaluation process. Any request for such information will be viewed as a compromise to the evaluation process and the requesting Bidder may be eliminated from further consideration. Requests for proposal information by a

Bidder, its subcontractor, or an affiliated party before bid award may also result in disqualification.

Bidders are strongly encouraged to propose their best possible offer first in this RFP process, as there is no guarantee that any bidder will subsequently be allowed an opportunity to submit a BAFO.

#### **VI. Bid Period Extension**

If the initial bid period does not produce a viable award recommendation, the State may, at its discretion, extend the bidding period until it receives a viable bid. Timelines will be moved to correspond to the accepted bid date. Notification of a bidding extension will be made at DTMB's Real Estate Division website [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate) (link "Surplus Real Property for Sale through DTMB")

The first qualifying bid that is received and accepted will end the extension period.

#### **VII. Freedom of Information Act (FOIA)**

All information in a Bidder's proposal is subject to the provisions of the Freedom of Information Act (FOIA), 1976 Public Act 442, as amended, MCL 15.231, et seq.

**Thank you for your interest in doing business with the State of Michigan.**